

Weekly - Petty cash /expense card statement.

Name		D. Shree Shrivastava		Statement date	6/02/28	
Prepared by		D. Shree Shrivastava		Sign	[Signature]	
From period				To period		

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	DILPREET TUGAS PUT LTD		Nete LCO. 31/01/28	680	☒ Y ☐ N	☒ Y ☐ N
2.					☐ Y ☐ N	☐ Y ☐ N
3.					☐ Y ☐ N	☐ Y ☐ N
4.					☐ Y ☐ N	☐ Y ☐ N
5.					☐ Y ☐ N	☐ Y ☐ N
6.					☐ Y ☐ N	☐ Y ☐ N
7.					☐ Y ☐ N	☐ Y ☐ N
8.					☐ Y ☐ N	☐ Y ☐ N
9.					☐ Y ☐ N	☐ Y ☐ N
10.					☐ Y ☐ N	☐ Y ☐ N
11.	Total			680/-		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	[Signature]		[Signature]	
Date:	07 FEB 2025		07 FEB 2025	

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipt of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

DILPREET FUSES PT
LTD

DEBIT VOUCHER

Voucher No. _____

A/c. _____ Date : 22/01/25

Paid to <u>RATON & CO.</u>				Rs.	Ps.	
towards	<u>Purchasing 10 boxes Shiny</u>			680	00	
				}		
Rupees	<u>Six Hundred Eighty only</u>					
Paid by	<u>Cheque</u> Cash ☒	Cheque No.	Dated	Drawn on Bank		
					680	00

Prepared by [Signature]

Approved by

Receiver's Signature

ESTD. : 1938

RAJA & CO.,**RUBBER STAMP MAKERS**7-2-658/1, Rashtrapathi Road,
SECUNDERABAD - 500 003.

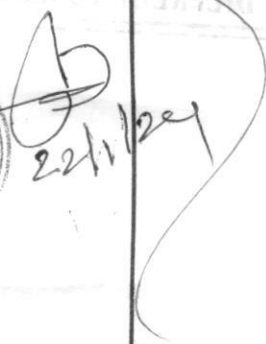
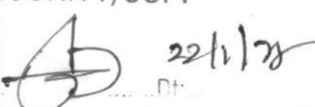
E-mail : rajastamps@hotmail.com

Ph : 27704625

Cell : 9032008269

SMS/Whats App : 9032008263

M/s. DILPREETTUBES PVT LTDNo. **2416**Date : 22/01/25

Sl. No.	PARTICULARS	AMOUNT	
		Rs.	Ps.
1	Sturdy in metal over metal	220	00
		220	00
	Plowin Sum	240	00
 			
CHECKED SECURITY/SUP.  By: Dt:			
TOTAL		680	00

As per Specimen Attached

For **RAJA & CO.**

INWARD	
Inward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
DILPREET TUBES PVT. LTD.	



OUT WARD	
Outward No:	Dt:
MRN No:	Dt:
Received By:	Sign:
DILPREET TUBES PVT. LTD.	

